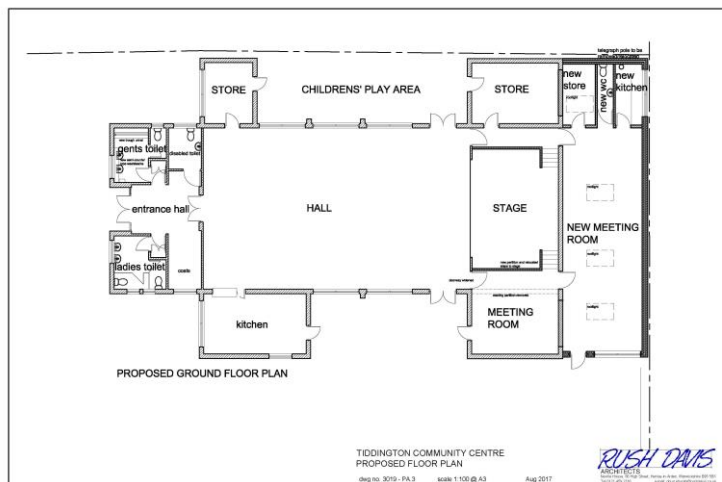
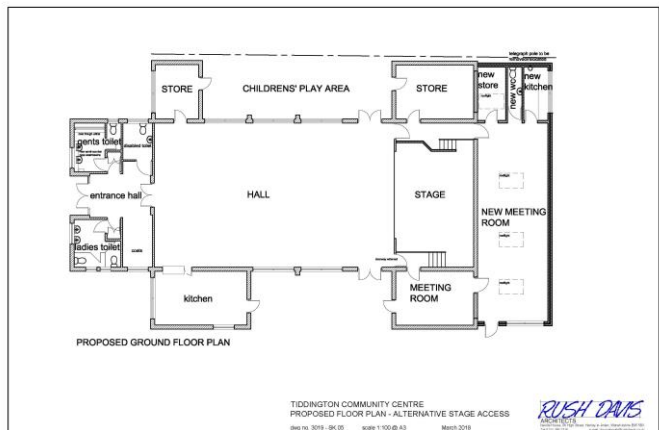


TIDDINGTON COMMUNITY CENTRE (TCC) REPORT AND FINANCIAL STATEMENTS 31 MARCH 2018 Charity Number 1093526



WASTED? SPACE FOR A NEW MEETING ROOM?



TIDDINGTON COMMUNITY CENTRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2018

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TIDDINGTON COMMUNITY CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION
for the year ending 31 March 2018

CHARITY NUMBER.	1093526
CONSTITUTION	The charity is governed by the Scheme dated 20 May 2002 .
NAMES OF MANAGING TRUSTEES	The members of the Committee of Management are the managing trustees of the charity. Details of the Committee members are shown on Page 2.
BANKERS	HSBC Bank PLC UK 13 Chapel Street Stratford-upon-Avon CV37 6ET Monmouthshire Building Society John Frost Square Newport South Wales NP20 1PX
INDEPENDENT EXAMINER	Rachel Syson Boundary House Beeches Walk Tiddington Stratford-upon-Avon CV37 7AT
PRINCIPAL ADDRESS	Tiddington Community Centre (TCC) Main Street Tiddington CV37 7AZ 01789 268390
PRIME CONTACT (CHAIR)	Rob Cobley Touchwood, Beeches Walk Tiddington CV37 7AT rob.cobley@touchwoodonline.com 01789 293863
SECRETARY	Stewart Band 01789 294045
TREASURER	John Fox 01789 293303

TIDDINGTON COMMUNITY CENTRE
REPORT OF THE TRUSTEES
for the year ending 31 March 2018

History and objectives of the Association

The **Tiddington Community Centre** is a registered charity whose charity number is **1093526**. It was founded in **2001** and is governed by a scheme registered with the Charities Commission and dated **20 May 2002**. The objectives of the charity are: **to renovate, maintain and run the Tiddington Community Centre (TCC) for the benefit of Tiddington Residents and the wider local community**. The **TCC** was granted a **35 year lease** by Coventry Diocesan Trustees on **4 July 2007**.

Management and Governance Arrangements

The members of the Executive Committee, who are the managing trustees of the charity, were all appointed at the **Annual General Meeting on 8th June 2017** and hold office until the next Annual General Meeting. They are:

Rob Cobley
Jo Connolly

Stewart Band
Janice Howkins

John Fox
Richard Williams

Julia Day
Eric Davies

The scheme rules allow for up to 10 elected members of the Executive Committee to hold office and these are elected each year at the AGM. There are currently 8 trustees. Membership of the Charity is open all persons over the age of 18 years interested in furthering the objects of the Charity. Nominations for new Executive Committee members are advertised locally in advance of the AGM.

The Chair is responsible for the induction of any new trustee, which includes awareness of the Association's responsibilities, the rules of the charity, financial statements and an understanding of the responsibilities of a charity trustee. The Executive Committee held 7 meetings in the year including the AGM.

The Executive Committee regularly reviews the risks faced by the charity. These include the ongoing need to maintain sufficient resources to fully cover all maintenance of the Hall inside, outside and the surrounding area.

A standard Booking Form is used for all hires, and every new hirer is given a "guided tour" of the facilities and informed of their responsibilities including Health & Safety. A £100 returnable deposit is required from all hirers. Regular Fire Alarm tests are carried out and all equipment is checked annually by an external accredited body.

Review of activities

It is now 13 years since the TCC was damaged by a fire (**June 2005**) and we continue to make improvements. In the last year we spent **£28,932 (2016/7 £4,364)** on property maintenance, cleaning, consumables and major works. A significant increase over last year with our refurbishment of the Gents and Ladies Loos plus the entrance hall. Together with a new ceiling mounted projector and enhanced sound equipment. These enhancements have been a great success and we were delighted that the Stratford Town Trust chose to support the TCC with a magnificent grant of **£17,355** for the toilet refurbishment (**£13,000**) and projector and sound equipment (**£4,355**). We now need to repaint the main hall and treat the wooden floor. This we would plan to do in school holidays. We continue to ensure that the TCC is well maintained and that we address problems as they arise whilst "touching-up" the paintwork which understandably does get damaged from time to time. This ensures the TCC continues to look very good on the inside and now with regular maintenance on the outside and car park this too looks significantly better.

We are delighted to confirm that the developers of the Home Guard Club (HGC) site, Hayfield Homes, have donated a strip of land approximately 1 metre wide running alongside the TCC. They also erected a new fence. This means we will still have two Emergency Exits from the main hall leading out onto the TCC car park. Details of this piece of land have been forwarded to the Vicar for forwarding to the Diocesan Registrar for registration.

A review of the land originally donated by John Ludford Docker on 8th November 1951 to The Vicar and Churchwardens of Alveston in the Conveyance dated 9 Nov 1951 No 31806 states that the area (the current TCC land) in question is 1,210 sq. yards. Our current fenced TCC area is estimated at 999.8 sq. yards. This appears to suggest there is a loss of some 210.2 sq. yards. The Vicar passed this to the Diocesan Registrar for resolution.

The TCC sourced and funded the purchase of an external Public Access Defibrillator (PAD) which is mounted on the wall of the **SPAR** shop in the centre of Tiddington. Our Chair won the Defibrillator in a photo competition and we purchased the secure unit etc with **£1,391** of our reserved **Community First Responders (CFR)** account plus **£690** from donations by local supporters. The unit was officially opened by the Mayor on 15 September 2017.

I am very pleased to report that the high demand for the use of the TCC continues and income was up over **7%** at **£20,597 (2016/7 £19,194)**.

TIDDINGTON COMMUNITY CENTRE

REPORT OF THE TRUSTEES for the year ending 31 March 2018 - continued

An analysis of TCC usage by month shows that the TCC was not used at all on just 26 days in the past year. 11 of these days being at Christmas/New Year, 4 at Easter and 3 more at other bank Holidays. There were **721 individual bookings** in the year with July being the busiest month with 75 bookings. August was the lowest with 29. It required over 1,600 emails between the TCC and the users to confirm these bookings plus a further 100+ for booking requests that could not be met. Already in 2018 we received 27 requests for the TCC that could not be met. Undoubtedly some of these requests could have been satisfied with an additional meeting room.

Regular users this year included Tiddington Pre-School, WI, Tiddington Players/Pantomime, Stratford Concert Band, TCC run Circuits, Pilates, TCC run Bingo, weekly youth group Blue Fish, Zumba Gold Dancing, Ballroom Dancing, Children's Dancing, Boyz Street Dancing, Family & Feature Film Nights, Plays by Phoenix & Armitage Theatre, monthly T-Dances for Shakespeare Hospice and a second run for local charities, End of School Term Discos, NCT Classes, The Way, Burns Night, Shows for Cats, Puppies, Bees and Birds, Quiz Nights and fundraisers for many local charities. Plus many birthday parties for all ages for local families.

"Top Users" by income: Parties/TCC Regulars £5,127, Dancing £4,656, Shows £4,144 and Pre-School £3,868.

We can look forward to **2018/19** and beyond with confidence. We have the income and reserves to ensure that the TCC continues to thrive. This year even with a higher expenditure **£34,782 (2016/17 £10,608)** and with a significant amount raised by grants **£17,355 (2016/17 £0)** we managed to increase our reserves by **£3,253 (2016/17 £8,934)**. **TCC General Funds** have now improved to a significant **£62,709 (2016/17 £59,456)**.

Premises Licence

The TCC holds a full **Premises Licence** which in summary, **during agreed opening times**, allows us to provide: **The Retail sale of Alcohol for consumption on and off the premises.**

The Provision of Regulated Entertainment namely:

- | | |
|---------------------------|--|
| a) Plays | e) Recorded Music |
| b) Films | f) Performance of Dance |
| c) Indoor Sporting Events | g) Facilities for Making Music |
| d) Live Music | h) Provision of facilities for Dancing |

Our Designated Premises Supervisor and Personal Licence holder is Rob Cobley.

In addition we hold a Silver Ribbon awarded by Stratford-on-Avon District Council in their "Scores-on-the-doors" Food Hygiene scheme.

Investment policy and reserves

The policy of the Executive Committee is to maintain sufficient reserves for the long-term maintenance and repair of the TCC – currently agreed as being **£7,000**. This is seen as sufficient to maintain the TCC for a minimum period of one whole year in the event of a serious problem or in an emergency.

Executive Trustee expenses

Expenses reimbursed to Trustees during the year for purchasing of cleaning services, supplies and materials etc amounted to **£2,101 (2016/7 £519)**. This expenditure relates to TCC costs incurred by Executive Trustees and later reimbursed to them by the charity. All such payments are reported and supported by invoices or receipts.

Future plans

The Executive Committee continues to run the TCC **for the benefit of the village residents and the wider local community**. With this in mind, the Trustees aim to make a surplus on lettings, so that reserves can be built up to cover the costs of future refurbishments and enhancements, as well as all repairs and maintenance.

Phase 6: With the work on the toilets and sound/projector completed this is a successful end of our **Phase 5** work. Further enhancements to the TCC will be in **Phase 6** with plans to include a large 60+square metre extension at the rear of the building. Planning approval submitted to Stratford District Council was approved 13 April 2018. Potential internal plans include a small kitchen and access to the new meeting room (NMR) from the main hall as well as from the car park. This will provide additional changing space for shows, badly need extra storage and the reduced movement of chairs on and off the stage - a big problem as our users get older! Other considerations include an alarm system with CCTV monitoring; refurbishing the kitchen and possible attention to the roof and car park.

On behalf of the Managing Trustees

TIDDINGTON COMMUNITY CENTRE

Independent Examiner's Report to the Trustees of the Tiddington Community Centre

Charity No: 1093526

I report on the accounts of the **Tiddington Community Centre** for the year ended 31 March 2018, which are set out on pages 5 to 9 of this document.

Responsibilities and basis of report:

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You are satisfied that the accounts are not required by charity law to be audited and have chosen instead to have an independent examination.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the consolidated accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's statement:

I have completed my examination. I confirm that no material matters have come to my attention in connection with my examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in accordance with the requirements of section 130 of the Charities Act; or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rachel Syson
ACA ICAEW
Boundary House
Beeches Walk
Tiddington
Stratford upon Avon
CV37 7AT

Tiddington Community Centre
General Fund Receipts and Payments Account

	Note	2017/18		2016/17	
		£	£	£	£
Receipts					
<u>Incoming resources from donors</u>					
Community 1st Response	1	690		0	
Other Donors		0		0	
Income tax recovered		0		0	
			690		0
<u>Other voluntary incoming resources</u>					
Grants	2	17355		0	
Other income	3	0		0	
			17355		0
<u>Income from investments</u>					
Dividends and Bank interest	4	84	84	349	349
<u>Income from charitable and ancillary trading</u>					
Hall Hire	5	19350		17376	
Events	5	0		0	
Film Nights	5	1247		1818	
Advertising	5	0		0	
			20597		19194
			<hr/>	<hr/>	
Total Receipts			38726	19543	
Payments					
Donations to Charities		0		0	
<u>Operating and maintenance costs</u>					
Events	6	216		587	
Film Shows	7	517		444	
Consumables	8	526		204	
Major Works / Improvements	9	23436		340	
Property maintenance	10	4132		2960	
Utilities	11	3224		3410	
Caretaker / Cleaning	12	837		860	
Community First Response	13	1391		1310	
Insurance	14	1096		1053	
Other expense	15	19		25	
			35394		11193
<u>Management and administration</u>					
Telephone Printing and Stationery		630		616	
Computer and software		149		110	
			779		726
			<hr/>	<hr/>	
Total Payments			36173	11919	
Surplus / Deficit (-) for the Year			2553	7624	

Tiddington Community Centre
Analysis of General and Restricted Fund Resources

	<i>Note</i>	2017/18 £	2016/17 £
Surplus / Deficit (-) for the Year		2553	7624
Total fund resources at 1 April		62216	54592
Total fund resources at the date below		<u>64769</u>	<u>62216</u>
Review of closing cash resources			
Cash at bank	16	22500	20031
Cash held in Deposit Accounts	17	42269	42185
		<u>64769</u>	<u>62216</u>
General fund		62709	59456
Restricted funds within main funds	18	2060	2760
Analysis of closing fund resources		<u>64769</u>	<u>62216</u>
		0.000	

Notes to General Fund Receipts and Payments Account

Note No.

- 1 Donations to Community First Response restricted fund
- 2 Grants received from Stratford DC, Stratford Town Trust and others
- 3 Other income, mainly payments for advertising in the Community Newsletter
- 4 Interest received on cash in Current and Deposit Accounts with CAF Bank
- 5 Gross income from mainstream TCC operations
- 6 Essential events expenditure, including TV / Alcohol Licences and PRS for Music
- 7 Costs incurred in running monthly film shows, including licence and consumables
- 8 Cost of consumable items for cleaning and general upkeep of the hall
- 9 Major renovation and improvement works to the Hall and Grounds
- 10 Routine repairs and maintenance of the premises
- 11 Cost of heat, light, power, water and drainage
- 12 Wages and expenses incurred by staff engaged in cleaning and caretaking
- 13 Community First Response purchases and expenses
- 14 Cost of Hall Guard Insurance by Ecclesiastical Insurance Group
- 15 Sundry expenses, Bank Charges and roundings adjustment
- 16 Current cash float held in No 1 Account with HSBC Bank
- 17 Funds destined for major improvement works held in Monmouth BS Deposit a/c
- 18 Restricted Funds owned by Blue Fish Youth Group and Community First Response

Tiddington Community Centre
Balance Sheet as at 31 March 2018

	31-Mar-18	31-Mar-17
CURRENT ASSETS		
Cashbook Balance	22500	20031
Deposits - CAF Gold 2 a/c	0	0
- Monmouth BS C&C Direct 30	42269	42185
Debtors -	<u>0</u>	<u>0</u>
	64769	62216
Creditors (Deposits held)	<u>0</u>	<u>100</u>
	0	100
TOTAL NET ASSETS	<u><u>64769</u></u>	<u><u>62116</u></u>
Represented by:		
Accumulated Fund	<u><u>64769</u></u>	<u><u>62116</u></u>
	0.000	

Tiddington Community Centre

STATEMENT OF ASSETS & LIABILITIES AT 31 MARCH 2018

	6	General Fund £	Restricted Funds £	Total 2017/18 £	Total 2016/17 £
<u>Monetary Assets</u>					
Cash held in Current Account:					
General Fund		20440	0	20440	17271
Community First Response			1922	1922	2622
Blue Fish Youth Group			138	138	138
CAF Gold No. 2 Deposit Account		0	0	0	0
Monmouth Building Society		42269	0	42269	42185
Total monetary Assets		62709	2060	64769	62216
<u>Other Assets</u>					
Sundry Debtors		0	0	0	0
<u>Liabilities</u>					
Sundry Creditors		0	0	0	100
Total Assets		62709	2060	64769	62116

NOTES

1. The financial statements of the TCC have been prepared in accordance with the Charity Commission Statement of Recommended Practice and the Charities Act 2011, on the Receipts & Payments basis

2. The total of cash held in the Current Account includes the General Fund and the Restricted Funds, as set out in the table above (Note 18 of the R & P Account refers)

Tiddington Community Centre
Restricted Funds Movements

**Restricted Funds -
 Receipts and Payments Accounts**

***** Held with General Fund Monies ***** **Total Restricted**
 BLUE FISH FUND COM 1st RESPONSE **Funds**

	2017-18 £	2016-17 £	2017-18 £	2016-17 £	2017-18 £	2016-17 £
Receipts						
<u>Incoming resources from donors</u>						
Community First Response			690	0	690	0
Income tax recovered					0	0
<u>Other voluntary incoming resources</u>						
Legacy					0	0
Grants	0				0	0
<u>Income from investments</u>						
Dividends and interest					0	0
<u>From General Fund</u>					0	0
Total Receipts	0	0	690	0	690	0

Payments

Grants

Mission and relief agencies					0	0
Community First Response			1391	1310	1391	1310
<u>Activities directly relating to core objectives of the TCC</u>						
Events - general					0	0
Film Shows					0	0
Dinners, Dances					0	0
Property maintenance					0	0
Capital Expense	0	0			0	0
Governance	0	0	1391	1310	1391	1310
Excess of receipts over payments	0	0	-701	-1310	-701	-1310
Opening Restricted fund resources	138	138	2622	3932	2760	4070
Gain on revaluation of shares					0	0
Closing Restricted fund resources	138	138	1922	2622	2060	2760